

APPLY IN PERSON:

Employment Information Center (M-W-F ONLY)
Civic Center Plaza - 1200 3rd Avenue, Suite 101-A,
San Diego, CA 92101

INTERNET: www.sandiego.gov/empopp

**APPLY BY MAIL TO:**

JOBS - City of San Diego Personnel Department
1200 3rd Avenue, Suite 300, San Diego, CA 92101-4107

24 Hour JOBLINE: (619) 682-1011

**CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY**

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#T1961 LEGISLATIVE RECORDER I

MONTHLY SALARY: \$3341 to \$4039

APPLICATION FILING PERIOD: FIRST DATE: February 24, 2006 ***LAST DATE:** April 28, 2006

Applications received later than 5:00 p.m. on the last date of this application filing period will be rejected. **PROMPT APPLICATION IS ENCOURAGED.** **Immediate vacancies may be filled when sufficient applicants have been processed.** Later applicants will be eligible for employment consideration as future positions may become available.

NOTES:

1. These positions receive \$5575 in annual benefits through a cafeteria-style flexible benefits plan which includes health insurance, life insurance, dependent care coverage, and cash back options. The City has PERS reciprocity, and offers 17 days of vacation/sick leave and 11 paid holidays annually, tuition reimbursement, and opportunities to pursue career growth and advancement.
2. There is potential for Career Advancement to Legislative Recorder II (Monthly Salary: \$3506 to \$4242) upon the satisfactory completion of one year full-time experience as a Legislative Recorder I.

REQUIREMENTS: You must meet the following requirements on the date you apply, unless otherwise specified.

EXPERIENCE: Three years of full-time clerical experience, **which must include one year of full-time experience performing complex clerical work researching, assembling, and preparing documents or agendas.** Note:

Experience performing stenographic or complex clerical work in the support of a board, commission, committee, or legislative body is **highly desired.**

-AND-

CERTIFICATES:

1. **TYPING CERTIFICATE** that indicates your ability to type at a minimum rate of 50 words-per-minute. The **ORIGINAL** typing certificate indicating the ability to type at a corrected speed of 50 words per minute on a typewriter or computer keyboard **must be submitted with your application.** The certificate must be issued under International Typing Contest Rules and specify the net and gross speed, the number of errors, and that the test was five minutes or longer. Certificates specifying more than five errors will not be accepted.

-AND-

2. **SHORTHAND CERTIFICATE** that indicates your ability to take dictation at a minimum rate of 90 words-per-minute. The **ORIGINAL** shorthand /shorthand machine certificate that specifies the number of words-per-minute, accuracy rate, and that the test was three minutes or longer **must be submitted with your application.**

NOTES:

1. Individuals who are serving or have served in City of San Diego job classifications which meet or exceed the minimum certificate requirements need not submit a typing or shorthand certificate.
2. Photocopies will NOT be accepted.
3. If you deliver your application and original certificates **in person,** the information will be recorded by Personnel Department staff and returned to you at that time.
4. If you **mail** your application and original certificates and want to have the certificates returned to you, you must submit a self-addressed, stamped envelope with your application.

Typing tests are given at, but not limited to, the following locations: (Contact individual centers for further information.)

1. **Centre City (at City College Campus):** (619) 388-4600
2. **Cesar Chavez Campus:** (619) 230-2895
3. **ECC (Educational Cultural Complex):** (619) 388-4956
4. **Mid-City Campus:** (619) 388-4500
5. **Mid-City/Navajo Campus:** (619) 388-4500
6. **North City/Miramar Campus:** (619) 388-1800
7. **North City /Linda Vista Presbyterian Church:** (619) 388-1800
8. **West City/Point Loma Campus:** (619) 221-6973

Shorthand tests are given at, but not limited to, the following locations: (Contact individual centers for further information.)

1. **Palomar College (Escondido Campus):** (760) 744-1150 ext. 2497
2. **Montgomery Adult School:** (619) 628-3017

LICENSE: A valid California Class C Driver's License **may be required at the time of hire.**

DUTIES: Legislative Recorders I perform difficult and specialized secretarial work in which they research, assemble and prepare legal documents for the City Council, and the Mayor, the City Planning Commission and the City Redevelopment Agency. Duties include: take and record minutes; prepare agendas and distribute official meeting notices; compose directives, referrals, memoranda and responses; compile, review, transcribe and summarize Commission or Board Actions; disseminate information to appropriate agencies/persons; process and officially certify City documents such as agreements, contracts, ordinances, and resolutions; perform word processing; respond to inquiries; and perform other related duties as assigned.

HOW TO APPLY: Submit a completed **DATA ENTRY FORM** and **APPLICATION/SUPPLEMENT (the original and ONE copy, including two copies of the required certificates)** for this position. Your Application/Supplement will be made available to the hiring department(s). Please submit requested materials **only**.

ELIGIBLE LIST: Candidates who are successful in the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **two years**. For each vacancy, only those candidates with the most appropriate qualifications will be contacted by the hiring department for an interview.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

SMS/April 2, 1999/*Rev. 5 (03-20-06)/Class 1382

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER